

**Request for Acceptance of Payment from a
Non-Federal Source for Travel Expenses**
Under 31 U.S.C. 1353 (41 CFR 304-1)

Departmental Element:

1. Briefly describe the nature and purpose of the meeting or event. If the meeting or event relates to a statutory or regulatory function of the Department or to promotional vendor training or marketing of a product or service of a vendor, you cannot accept the offer of payment.
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2. Identify the other expected attendees.
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3. Briefly describe the purpose for which your spouse is attending the meeting or event (e.g., support of DOT's mission, witness your receipt of an award).
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Payment shall not be accepted from a non-Federal source if a conflict of interest exists AND if acceptance under the circumstances would cause a reasonable person with knowledge of all the facts to question the integrity of the Department (see paragraph 304-1.5 of the FTR). *(When completing the following information, please be as precise as possible. Use additional sheets of paper as needed.)*

- 4a. Describe any duties you have that can affect the non-Federal source.
- 4b. Describe any matters pending before the Department or any interest in the Department's programs or regulations that any of the participants in the meeting may have.
- 4c. Identify the nature and sensitivity of any matter pending at the Department that may affect the interests of the non-Federal source. Also describe your role in deciding any such matter. If there are none, please indicate this.

5. Describe the particular interest or benefit to the Department in your attending the meeting or event and describe how the event is related to your official duties.

6a. List the travel benefits offered, the value, and the method of providing the benefits (in kind, e.g. a prepaid airline ticket or hotel room, or by check to the Department). Employees may not receive reimbursement directly from a non-Federal source.

6b. If the travel benefits exceed the maximum rates allowable for reimbursement, provide information regarding whether other meeting participants are receiving comparable benefits or payments from the non-Federal source.

7. The information provided in this form adequately supports determinations that the travel payment offered by _____ is (1) for travel related to _____ official duties, (2) for attendance at a meeting or similar function, (3) supports a further determination that the non-Federal source is not disqualified on conflict of interest grounds, and (4) acceptance under the circumstances would not cause a reasonable person with knowledge of all the facts to question the integrity of the Department's programs or operations. Accordingly, I recommend that the travel payment offered by the non-Federal source be accepted under the interim regulations of the General Services Administration in 41 CFR Part 304-1.

Requesting Official as shown on the Travel Authorization

Date

CONCURRENCES

Office of the General Counsel or Chief Counsel (as appropriate)

Date

ACCEPTING OFFICIAL

Typed Name

Date

Typed Title

Attachments

--Copy of Invitation - retain in approving office as appropriate

--Copy of Brochure (optional) describing the event